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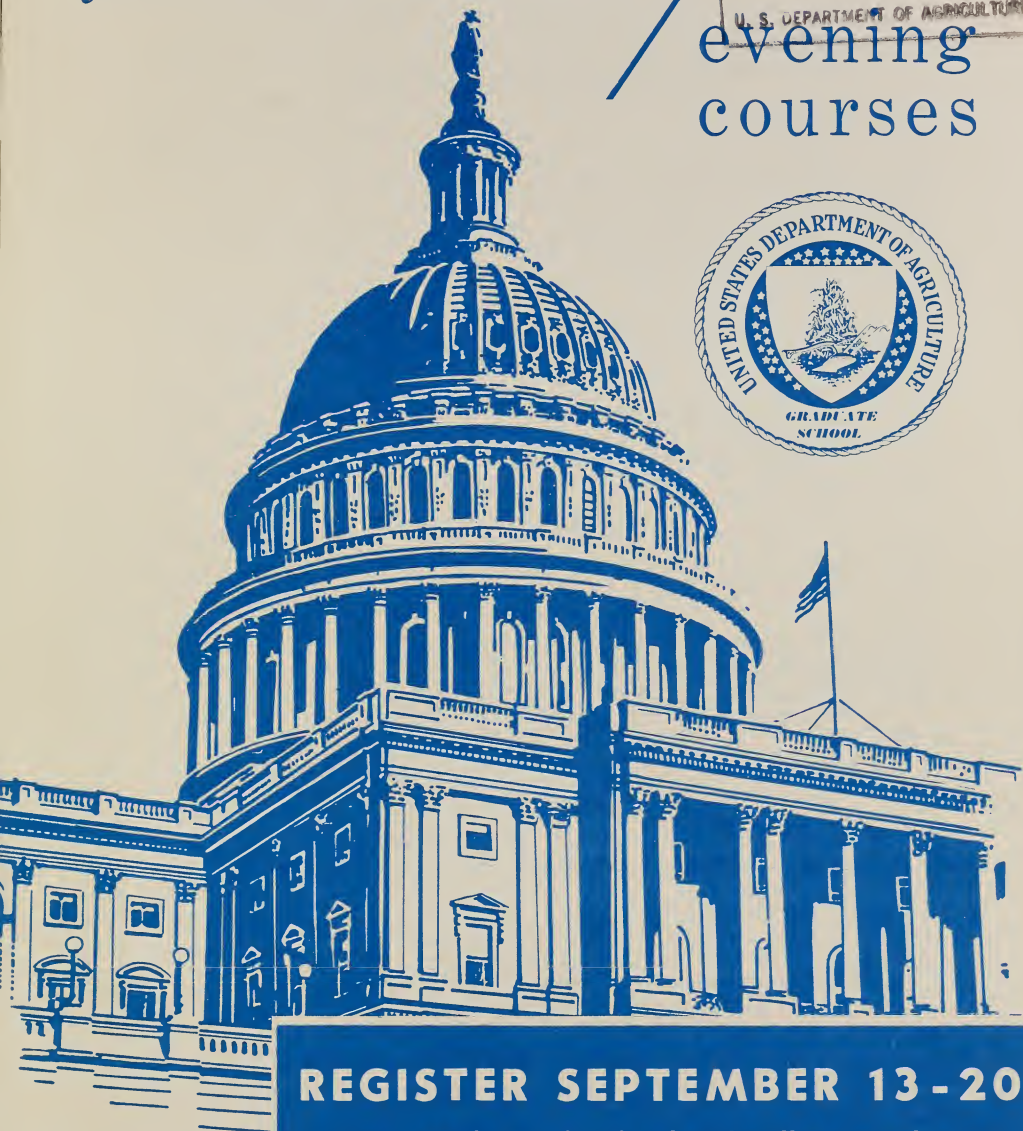
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Reserve  
Ag 854E

fall semester, 1958

evening  
courses



**REGISTER SEPTEMBER 13-20**

- Courses for High School and College Graduates
- Training for Federal Employees

**GRADUATE SCHOOL • U. S. DEPARTMENT OF AGRICULTURE**

Independence Avenue, between 12th and 14th Streets, Southwest, Washington 25, D. C.

# REGISTER SEPTEMBER 13-20

## GENERAL INFORMATION

**Registration Week:** September 13-20, in the Patio (first floor) of the Administration Building, U. S. Department of Agriculture, 14th Street and Independence Avenue, S.W., Washington 25, D. C.

Saturdays 9-4 p.m.

Monday-Friday 11-6:30 p.m.

**Procedures:** Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school, or the equivalent, is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office. Copies can also be obtained at the time of registration.

**Counseling:** Members of the Graduate School staff are on hand for counseling, before and during the registration period.

**Fees:** The charge for tuition is in general \$12 for each credit hour, payable at the time of registration. Arrangements may be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by October 17.

**Late Registration:** After September 20, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through October 3.

**Course Transfers:** Until October 3, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00, and transfers may be made only with the permission of the instructor concerned.

**Federal Income Tax Deductions:** According to the Internal Revenue Service regulation of April 5, 1958, expenses for education are deductible if undertaken for the purpose of "maintaining or improving skills by the taxpayer in his employment."

**Class Schedule:** Classes begin the week of Monday, September 22, and end the week of Monday, January 19.

**National Institutes of Health Program:** Registration for classes to be held at National Institutes of Health, Bethesda, Maryland, may be completed at the Department of Agriculture during the week of September 13-20, or at the National Institutes of Health, Clinical Center, during the special registration week, September 22-27. Classes at NIH begin on Monday, September 29. A separate announcement of the NIH program is available at the Graduate School office, or in Room 13-N-228, Clinical Center, NIH, OLiver-6-4000, Extension 2427.

**Veterans:** Veterans who are applying for entrance to the Graduate School for the first time under Public Law 550 or 634 are advised to consult with the Registrar well in advance of registration week. This may assure that their certificates of eligibility from the Veterans Administration will be granted in time for the semester.

**Textbooks:** Textbooks can be purchased at the Graduate School Bookstore, Room 1022, South Building, at the following times:

Registration Week, September 13-20

Saturdays, 9-4 p.m.

Monday-Friday 1-6:30 p.m.

First Week of classes, September 22-26

Monday-Friday 1-6:30 p.m.

September 29-October 10

Monday-Friday 4:30-6:15 p.m.

Beginning October 13

Monday-Friday 4:30-5:30 p.m.

**Withdrawals and Refunds:** When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through October 3, tuition less \$5.00 for each course

October 6-17, 60 per cent of the tuition

October 20-31, 50 per cent of the tuition

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office. No refunds will be granted for any reason after October 31. The deadline for credit-audit changes is also October 31.

**Parking Space—Cafeteria:** Space for parking is available for students and faculty after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. The entrance to one court is on 12th Street, and to the other two on Independence Avenue. There is also parking space available on the Mall, north of the Administration Building.

The cafeteria, in the fifth wing of the South Building, is open from 5:00 to 6:30 p.m. Students should request cafeteria passes when they register if they plan to use the cafeteria before 5:30 p.m.

**Business Office Hours:** The Graduate School office, Room 1031, South Agriculture Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C., is open from 9:00 a.m. to 6:15 p.m., Monday through Friday. Telephone—REpublic 7-4142, Extension 6337.



# SCHEDULE OF CLASSES

No. Course title (Cr.) Instructor Day Time Fee Catalog page

## BIOLOGICAL SCIENCES

- 1-126. Disease Classification and Medical Terminology (2) Bollo Th 6:10-8 \$24 p. 15  
 1-427A. Physiology of Bacteria (First Half) (2) Saz W 6:10-8 \$24 p. 16  
 1-435. Recent Advances in Entomology (2) Hoffman and Specialists Tu 4:45-6:35 \$24 p. 16 (Meets at Plant Industry Station, Beltsville, Maryland)  
 1-570A. Design of Experiments in Biological Sciences (First Half) (2) Koch Tu 4:45-6:30 \$24 p. 16 (Meets at Plant Industry Station, Beltsville, Maryland)  
 1-600. Endocrinology (2) Bitman M 4:45-6:35 \$24 p. 16 (Meets at Agricultural Research Center, Beltsville, Maryland)  
 1-606. Advances in Animal Breeding and Genetics (2) Terrill and Warwick W 4:45-6:35 \$24 p. 17 (Meets at Agricultural Research Center, Beltsville, Maryland)

*The following courses in the Biological Sciences meet at the  
 National Institutes of Health, Bethesda, Maryland*

- 1-250A. Introductory and General Bacteriology (First Half) (2) McCullough M 7:30-9:20 \$24 p. 103  
 1-628A. Advanced Bacteriology—Bacterial Metabolism (First Half) (2) Ellinghausen Th 7-9 \$24 p. 103  
 1-275. Introductory Virology (2) Rowe W 7-9 \$24 p. 104  
 1-349. General Mycology (2) Lentz M 6-8 \$24 p. 104  
 1-422. Human Physiology (3) Wolf W 6:30-9 \$36 p. 104  
 1-345. Biochemical Genetics (1) Ames M 6-7 \$12 p. 104  
 1-455A. Modern Cellular Physiology (First Half) (2) Shanes M 7:30-9:20 \$24 p. 105  
 1-505. General Pathology (2) Swarm M 5:30-7:30 \$24 p. 105  
 1-305. History of Medicine and Medical Research (2) Leikind Th 7-9 \$24 p. 105

## LANGUAGES AND LITERATURE

### English—Grammar and Writing

- 2-95. Improving Reading Ability (non-credit) Fulkner and Rollins M-Th 6:10-8 \$36 and \$15 laboratory fee p. 20 (12 weeks)  
 2-112. Practical English Usage (2) \$24 p. 21  
     Section I Mangold Tu 6:10-8  
     Section II Pritzker F 6:10-8  
 2-119. Vocabulary Building (2) Struhs Th 6:10-8 \$24 p. 21  
 2-222A. English Composition (First Half) (3) Harmon M 6:10-8:40 \$36 p. 21  
 2-223. Descriptive English Grammar (3) Harman Tu 6:10-8:40 \$36 p. 21  
 2-226. Official Writing (2) Schaal Tu 6:10-8 \$24 p. 22  
 2-227. Written Word in Official Communication (2) McClarren M 6:10-8 \$24 p. 22  
 2-235. Fiction Writing (2) Arnold M 6:10-8 \$24 p. 22  
 2-280. Feature Writing (2) Sours W 6:10-8 \$24 p. 23  
 2-450. Technical Writing (2) Gilstrap and Fried M 6:30-8:20 \$24 p. 23  
 4-330. Government Letter Writing (2) Boyd Th 6:10-8 \$24 p. 49

### Literature

- 2-330A. Great Books (First Half)—Reading List A (2) Ruppert Tu 6:10-8 \$24 p. 23  
 2-339. Literature of American Agricultural History (3) Rasmussen Tu 6:10-8:40 \$36 p. 24

### Information Methods

- 2-220. Indexing (2) Kozak Tu 6:10-8 \$24 p. 24  
 2-225. Principles of Editing and Their Application (3) George and Erhardt M-W 6:30-7:45 \$36 p. 25  
 2-412. Editing Technical Manuscripts (2) Nolan M 6:10-8 \$24 p. 25  
 2-415. Preparing Publications for a Mass Audience (2) Feldman Th 6:30-8:20 \$24 p. 25  
 2-430. Problems in Editing—Seminar (3) Perlmutter W 6:10-8:40 \$36 p. 26  
 2-420. Communications Review for Executives (2) McClarren, Webster, McCormick, Krogh, Renaud W 6:10-8 \$24 p. 27

### Library Techniques

- 2-139. Cataloging and Classification II (2) Birch W 6:10-8 \$24 p. 27  
 2-137. Basic Reference Service and Reference Tools (2) Bonniwell Tu 6:10-8 \$24 p. 27  
 2-138. Introduction to Bibliographic Science (2) Popecki Th 7:10-9 \$24 p. 28  
 2-145A. Law Librarianship (First Half) (2) Rothe M 6:10-8 \$24 p. 28  
 2-150. Information Practice in Science and Technology (2) Sherrod Tu 6:10-8 \$24 p. 28

### Speech

- 2-228. Fundamentals of Speech (2) Miller W 6:10-8 \$24 p. 28  
 2-229. Public Speaking (2) Nelson M 6:10-8 \$24 p. 28  
 2-232. Voice and Remedial Speech (2) Trachtman Tu 6:10-8 \$24 p. 28

*(Schedule of Classes continued inside)*



SCHEDULE OF CLASSES—CLASSES BEGIN SEPTEMBER 22

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog page
<b>Foreign Languages</b>							
<b>French</b>							
2-68.	Reading French—Grammar Review and Vocabulary Building (non-credit)		Vienne				
	W 6:10-8 \$24 p. 29						
2-87.	French for Travelers I (non-credit)		Bargin	W	6:10-8:40	\$30 p. 29	
2-233A.	Elementary French (First Half) (3)		Bargin	Tu	6:10-8:40	\$36 p. 29	
2-234A.	Intermediate French (First Half) (3)		Bargin	Th	6:10-8:40	\$36 p. 29	
2-235.	French Conversation (2)		Vienne	Tu	6:10-8	\$30 p. 30	
<b>German</b>							
2-66A.	Reading Scientific German (First Half) (non-credit)		Lederer	W	6:10-8:40	\$36 p. 30	
2-66B.	Reading Scientific German (Second Half) (non-credit)		Lederer	Th	6:10-8:40	\$36 p. 30	
2-88.	German for Travelers (non-credit)		Bauer	M	6:10-8	\$30 p. 30	
2-259A.	Elementary German (First Half) (3)		Lederer	Tu	6:10-8:40	\$36 p. 30	
2-261.	German Conversation (2)		Lederer	M	6:10-8	\$30 p. 30	
<b>Italian</b>							
2-315.	Italian Conversation and Grammar (non-credit)		Bauer	Th	6:10-8	\$30 p. 31	
<b>Portuguese</b>							
2-290A.	Elementary Portuguese (First Half) (3)		Ornstein	M	6:10-8:40	\$36 p. 31	
<b>Russian</b>							
2-292B.	Reading Scientific Russian (Second Half) (2)		Soharov	W	6:10-7:20	\$24 p. 31	
	(Meets at U. S. Geological Survey)						
2-295A.	Elementary Russian (First Half) (4)		Tarakan	Tu-Th	6:10-8	\$48 p. 31	
2-296A.	Intermediate Russian (First Half) (3)		Saharov	Tu	6:10-8:40	\$36 p. 31	
2-299A.	Advanced Russian (First Half) (3)		Saharov	Th	6:10-8:40	\$36 p. 32	
<b>Spanish</b>							
2-83.	Basic Conversational Spanish (non-credit)		Ponce	M	6:10-8	\$30 p. 32	
2-81.	Conversational Spanish II (non-credit)		Ponce	Tu	6:10-8	\$30 p. 32	
2-100A.	Elementary Spanish (First Half) (3)		Jaffe	W	6:10-8:40	\$36 p. 32	
2-101A.	Intermediate Spanish (First Half) (3)		Ornstein	W	6:10-8:40	\$36 p. 32	
2-302A.	Spanish Composition and Conversation (First Half) (2)		Supervin	W	6:10-8	\$30 p. 32	

MATHEMATICS AND STATISTICS

<b>Mathematics</b>							
3-1.	Review of College Freshman Mathematics (non-credit)		Huddleston	Tu	6:10-8:40	\$36 p. 37	
3-8.	Preparatory Mathematics for Introductory Statistics (non-credit)		Suter	M	6:10-8	\$24 p. 37	
3-100.	Applied Business Algebra (3)		Botts	Th	6:10-8:40	\$36 p. 37	
3-102.	College Algebra (4)		Morrison	M-Th	6:30-8:20	\$48 p. 37	
3-103.	Trigonometry and Analytic Geometry (4)		Stearns	M-F	6:10-8	\$48 p. 38	
	(Students may register for either half of the course.)						
3-206A.	Calculus (First Half) (4)		Kusner	Tu-Th	6:10-8	\$48 p. 38	
3-415A.	Higher Algebra (First Half) (3)		Esten	W	6:10-8:40	\$36 p. 38	
3-502A.	Differential Equations (First Half) (2)		Instructor to be announced	Tu	6:10-8	\$24 p. 38	
3-532.	Introduction to Linear Programming (3)		Goss	M	6:10-8:40	\$36 p. 39	
3-533.	Introduction to Operations Research (3)		Santy	W	6:10-8:40	\$36 p. 39	
3-538A.	Methods of Mathematical Analysis (First Half) (3)		Sauls	M	6:10-8:40	\$36 p. 39	
3-701.	Introduction to Modern Finite Mathematics (3)		Chassan	Tu	6:10-8:40	\$36 p. 40	
<b>Statistics</b>							
3-126A.	Introductory Statistics (First Half) (2)					\$24 p. 40	
	Section I Purves Tu 6:10-8						
	Section II West Th 6:10-8						
3-126B.	Introductory Statistics (Second Half) (2)		Rauchschwalbe	Th	6:10-8	\$24 p. 40	
3-135.	Elements of Statistical Drafting (2)		Guldry	Tu	6:10-8	\$24 and \$2 laboratory fee	
	p. 40						
3-318.	Machine Tabulation I (2)		Knufmann	M	6:30-8:20	\$24 p. 41	
3-319.	Machine Tabulation II (2)		Kaufman	Tu	6:30-8:20	\$24 p. 41	
3-320.	Introduction to Acceptance Sampling (2)		Houseman and Bartlett	Tu	6:10-8	\$24 p. 41	
3-380A.	Principles of Statistical Analysis (First Half) (3)		Stuber	Tu-Th	6:16-7:30	\$36 p. 41	
3-385A.	Elements of Statistical Methods (First Half) (2)		Hurvey	Th	4:45-6:35	\$24 p. 41	
	(Meets at Agricultural Research Center, Beltsville, Maryland)						
3-400A.	Introduction to Mathematical Statistics (First Half) (3)		Welingarten	Tu	6:10-8:40	\$36 p. 42	
3-405A.	Introduction to Experimental Statistics (First Half) (2)		Hendricks	Th	6:10-8	\$24 p. 42	
3-408A.	Principles of Sample Design and Analysis (First Half) (2)		Hendricks	Tu	6:10-8	\$24 p. 42	
3-435.	Sampling in Social and Economic Surveys (3)		Nisselson	Th	6:10-8:40	\$36 p. 42	
3-438.	Applied Multivariate Analysis (3)		Morrison	W	6:10-8:40	\$36 p. 43	
3-440.	Inventory Management Theory (3)		Jonly	Th	6:10-8:40	\$36 p. 42	
3-565.	Data Processing on Electronic Computers I—UNIVAC (2)		Shinkus	Tu	6:10-8	\$24 p. 43	
3-566.	Data Processing on Electronic Computers II—UNIVAC (2)		Shinkus	Th	6:10-8	\$24 p. 43	
3-567A.	Data Processing on Medium-Sized Electronic Computers—IBM 650 (First Half) (2)					\$24 p. 43	
	Leeds M 6:10-8						
3-567B.	Data Processing on Medium-Sized Electronic Computers—IBM 650 (Second Half) (2)					\$24 p. 43	
	Leeds F 6:10-8						
3-760A.	Programming Techniques for a General Purpose Electronic Digital Computer—Scientific Applications—IBM 701 (First Half) (3)		Oechard-Hays	M	6:10-8:40	\$36 p. 43	
1-570A.	Design of Experiments in Biological Sciences (First Half) (2)		Koch	Tu	4:45-6:35	\$24 p. 43	
3-735A.	Theory of Sample Surveys (First Half) (2)		Steinberg	W	6:10-8	\$24 p. 44	
3-736.	Non-sampling Errors in Statistical Surveys (2)		Hansen, Hurwitz, Wood	Tu	6:10-8	\$24 p. 44	
3-025.	Organization of Statistical Services within the Federal Government (non-credit)		Stapp	October 1, 15, 29; and November 12		p. 44 (Registration is required, but no fees are charged.)	

The following courses in Mathematics and Statistics meet at the National Institutes of Health, Bethesda, Maryland

3-165A.	Introduction to the Calculus (First Half) (2)		Geisser	Th	6:10-8	\$24 p. 109	
3-106A.	Introduction to Experimental Statistics (First Half) (2)		Gehan	Th	6:10-8	\$24 p. 109	

OFFICE TECHNIQUES AND OPERATIONS

<b>Administrative Procedures</b>							
1-95.	Office Aids and Basic Office Practices (non-credit)		Hicks and Green	Tu	6:10-8	\$24 p. 46	
1-101.	Everyday Mathematics (2)		Botts	W	6:10-8	\$24 p. 46	
3-100.	Applied Business Algebra (3)		Botts	Th	6:10-8:40	\$36 p. 37	
1-108.	Administrative Procedure (2)		Hickey	Tu	6:7-9	\$24 p. 46	
1-201.	Supervision (2)		Van Dersal	W	6:10-8	\$24 p. 46	
1-206.	Essentials of Good Office Management (3)		Wagner	W	6:10-8:40	\$36 p. 47	
4-112.	Federal Fiscal Procedure (2)		Krueger	Tu	6:10-8	\$24 p. 47	
4-114.	Federal Personnel Procedure (2)		Starns	Th	6:10-8	\$24 p. 47	
4-115.	Federal Purchasing Procedure (2)		English	M	6:10-8	\$24 p. 47	
4-116.	Federal Budgetary Procedure: Budget Formulation and Presentation (2)		Carlson	Tu	6:10-8	\$24 p. 48	
1-117.	Records Management Procedure (2)		Luttrell and Lando	Tu	6:10-8	\$24 p. 48	
6-112.	Reports and Forms Management (2)		Lewis and Rice	Th	6:10-8	\$24 p. 68	
4-330.	Government Letter Writing (2)		Boyd	Th	6:10-8	\$24 p. 49	
<b>Shorthand</b>							
1-89.	Review of Gregg Shorthand (Anniversary), 60-90 Words (non-credit)		Stenro	M-Th	6:10-7:30	\$36 p. 50	
4-129.	Gregg Shorthand Simplified I (3)		Gaasterland	M-Th	6:10-7:30	\$30 p. 50	
4-130.	Gregg Shorthand Simplified II (3)		Beff and Vallieres	M-Th	6:10-7:30	\$36 p. 50	
1-225.	Gregg Shorthand Simplified, 60-80 Words (3)		Beff and Vallieres	M-Th	7:30-8:50	\$36 p. 50	
4-226.	Gregg Shorthand, 80-100 Words (3)		Walker	M-Th	6:10-7:30	\$36 p. 50	

PHYSICAL SCIENCES

<b>General</b>							
5-90.	Where We Stand in Science (non-credit)		EHs	W	6:10-8	\$24 p. 51	
5-175.	Descriptive Astronomy (2)		Thomas	Th	6:10-8	\$24 p. 51	
5-225A.	Principles of Physical Science (First Half) (2)		Paullusach	W	7:10-9	\$24 p. 52	
<b>Chemistry</b>							
5-315A.	Elementary Biochemistry (First Half) (2)		Hess	W	6:10-8	\$24 p. 52	
<b>Geography and Geology</b>							
5-160.	Regional Geography of Asia (3)		Sheehan	W	6:10-8:40	\$36 p. 53	
5-203.	General Geology (3)		Douglass	Tu	6:10-8:40	\$30 p. 53	
5-455.	Phylogeology (3)		Hemphill	M	6:10-8:40	\$36 p. 54	
5-533A.	Hydrology (First Half) (3)		Nordenson	Tu	6:10-8:40	\$36 p. 54	
<b>Meteorology</b>							
5-330.	Agricultural Meteorology (3)		Springer	Tu	6:10-8:40	\$36 p. 56 (Meets at Weather Bureau)	
5-415.	Applied Climatology (3)		Jacobs	M	6:10-8:40	\$36 p. 56 (Meets at Suitland, Maryland)	
5-534A.	Introduction to Dynamic Meteorology (First Half) (3)		Carlin	Th	6:10-8:40	\$30 p. 66	
5-535A.	Elements of Fluid Mechanics (First Half) (3)		Tepper	Th	6:10-8:40	\$30 p. 56	
5-536A.	Synoptic Meteorology (First Half) (3)		Winston	M	6:10-8:40	\$36 p. 57 (Meets at Suitland, Maryland)	
5-538A.	Weather Analysis and Forecasting (First Half) (2)		Winston and Dunn	W	6:10-10	\$24 and \$4 laboratory fee p. 67 (Meets at Suitland, Maryland)	
<b>Oceanography</b>							
5-658.	Geological Oceanography (2)		Bates	Th	6:10-8	\$24 p. 59	
	The following courses in the Physical Sciences meet at the National Institutes of Health, Bethesda, Maryland						
5-100A.	General Chemistry (First Half) (3)		Johnson	Th	6:00-7:15	\$36 p. 105	
5-316A.	Introductory Biochemistry (First Half) (2)		Harrington and Associates	Tu	8-10	\$24 p. 106	
5-725A.	Microbial Biochemistry (First Half) (2)		Stadtman and Jacoby	Tu	8-10	\$24 p. 106	
5-726.	Macromolecular Biochemistry (2)		Mura	Th	7-9	\$24 p. 106	
5-715.	Enzyme Induction and Activation (1)		Wright	W	7-8	\$12 p. 107	
5-349A.	Physical Chemistry (First Half) (2)		Bradd	M	6:10-8:10	\$24 p. 107	
5-730.	Thermodynamics in Biological Systems (2)		Glauser	Tu	8-10	\$24 p. 107	
5-735.	Chemical Kinetics in Biological Systems (2)		Brailley	W	8-10	\$24 p. 107	
5-633.	Molecular Structure in Biological Systems (2)		Davies	Th	8-10	\$24 p. 108	
5-39.	Elementary Practical Electronics (non-credit)		Bowman and Associates	Tu	8-10	\$24 p. 108	
5-648.	Protein Chemistry (2)		Saroff	Tu	7-9	\$24 p. 108	

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog page
5-575.	Biochemistry of Protein Hormones (2)		Condliffe	W	7-9	\$24 p. 109	
5-709.	Chemistry of Biologically Important Steroids (2)		Mosettig and Hoffmann	Th	6:10-8	\$24 p. 109	

PUBLIC ADMINISTRATION

<b>General Administration</b>							
6-311.	American National Government (2)	Nerboso	Th	6:10-8	\$24	p. 64	
6-344.	Survey of Public Administration (2)	Kriesberg	Th	6:10-8	\$24	p. 65	
6-346.	Conference Methods Workshop (2)	Wright and Henderson	M	6:10-8	\$24	p. 65	
6-400.	Administrative Operations for Congressional Assistants (2)	Eller	W	6:10-8	\$24	p. 63	(Meets on Capitol Hill)
6-153.	Human Relations in Administration (3)	Ennels	Th	6:10-8:40	\$36	p. 65	
6-156.	Labor Management Relations in the Federal Government (2)	Levin	M	6:10-8	\$24	p. 60	
6-459.	Management Counseling and Creative Staffwork (3)	Benedict	Th	6:10-8:40	\$36	p. 66	
6-600.	Readings and Papers in Public Administration (3)	Thurston (Coordinator)				To be arranged \$36	p. 67
2-120.	Communications Review for Executives (2)	McClarren, Webster, McCormick, Krogh, Rennell	W	6:10-8	\$24	p. 27	
<b>American History</b>							
6-250.	American History to 1865 (3)	Rasmussen	Th	6:10-8:40	\$36	p. 67	
<b>Organization and Management</b>							
6-105A.	Principles and Techniques of Management Analysis (First Half) (2)	Cook	W	6:10-8	\$24	p. 67	
6-110.	Management of Directives and Correspondence Systems (2)	Wylie	M	6:10-8	\$24	p. 68	
6-112.	Reports and Forms Management (2)	Lewis and Rice	Th	6:10-8	\$24	p. 68	
6-450.	Principles of Scientific Management (3)	Loftus	M	6:10-8:40	\$36	p. 68	
6-519.	Work Standards and Work Measurement (2)	Schneider	Tu	6:10-8	\$24	p. 68	
<b>Financial and Budgetary Administration</b>							
1-112.	Federal Fiscal Procedure (2)	Krueger	Tu	6:10-8	\$24	p. 47	
6-635.	Budgetary and Financial Administration (2)	Grant	Th	6:10-8	\$24	p. 69	
<b>Personnel Administration</b>							
6-430.	Public Personnel Administration (3)	Oganovic	W	6:10-8:40	\$36	p. 70	
6-441.	Position Classification (2)	Laxton and Findlay	Tu	6:10-8	\$24	p. 71	
6-418.	Wage Administration (2)	Lambie	M	6:10-8	\$24	p. 71	
6-512.	Employment and Placement (2)	Garnett	M	6:10-8	\$24	p. 71	
6-518.	Employee Training and Development (3)	Stockard	W	6:10-8:40	\$36	p. 71	
<b>Legal Administration</b>							
6-320.	Introduction to Administrative Law and Procedure (2)	Johnson	Tu	6:10-8	\$24	p. 72	
6-122A.	Business Law (First Half) (2)	Johnson	M	6:10-8	\$24	p. 72	
<b>Procurement and Property Management</b>							
6-370.	Government Construction Contracts (2)	Gantt	W	6:10-8	\$24	p. 73	
6-638.	Government Property Management (2)	Johnson	W	6:10-8	\$24	p. 73	





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# 1958 FALL SCHEDULE OF CLASSES

